



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEHR-ZE

18 July 1997

MEMORANDUM FOR Commanders, Major Subordinate Commands
Commanders and Directors, Laboratories and
Separate Field Operating Activities
Directors and Office Chiefs, HQUSACE

SUBJECT: Recruitment for GS-15 Positions--Supplemental Guidance

1. As you know, the Chief is concerned that we not unduly favor potential candidates for a position, or give the impression of preselection, preplacement, or favoritism. For that reason, we do not encourage temporary fill actions. Where possible, commanders should consider other options, such as dual-hatting current GS-15s; reassigning or dividing the duties; using a military deputy, etc.

2. However, because of the time associated with filling positions using the corporate selection process, the following guidance is effective immediately:

a. For a maximum of 60 days, activity commanders and directors are authorized to fill positions noncompetitively through temporary promotion or detail as exceptions to the corporate selection process.

b. For temporary actions longer than 60 days but less than 6 months, Panel Chairs are authorized to approve exceptions to the corporate selection process. Commanders and directors will submit a written plan to the appropriate Panel Chair for any proposed temporary fill over 60 days but less than 6 months; the plan should document the reason for the action, impact of the

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detail or temporary promotion and subsequent backfills, and must include the proposed area of consideration for the temporary action. When such exceptions are approved, Panel Chairs should ensure the area of consideration is broad enough to provide reasonable competition. Additionally, the membership of the selection panel for temporary competitive actions under six months will not require a headquarters SES member. Panel Chairs may finalize selections under six months. Temporary actions over six months will be filled using the full corporate selection process.

3. The following actions may be taken without specific prior approval from this headquarters:


a. Executive Development Program candidates may be given assignments consistent with their IDPs since they have already undergone competition for selection to the program.

b. Individuals may be placed in lieu of reduction in force actions.

4. Position upgrades resulting in noncompetitive promotions to the GS-15 level (including attorneys) require an exception to the policy. These must be personally signed by the Division Commander and submitted to the DCG for approval.

5. Questions have arisen with regard to who should bear the costs associated with TDY expenses for panel members. Although HQUSACE policy requires that you include an SES member from HQUSACE on selection panels, this should not be construed as a headquarters mission. Recruitment and selection expenses are properly funded by the activity with the vacancy.

FOR THE COMMANDER:


ALBERT J. GENETTI, JR.
Major General, USA
Deputy Commander